



STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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PIN 19-01-CCP

TO: ALL CHILD CARE PROVIDERS

FROM: *Original signed by Pamela Dickfoss*  
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Community Care Licensing Division

SUBJECT: **CHILD CARE INSPECTION TOOL PILOT**

**Provider Information Notice (PIN) Summary**

PIN 19-01-CCP announces the launch of the Community Care Licensing Division's Child Care Inspection Tool pilot.

To better assure and promote the health, safety, and quality of life of each child accessing care in licensed settings, the Community Care Licensing Division (CCLD) is focusing its efforts on three priority areas: prevention, compliance and enforcement. In line with these efforts is improving the consistency, effectiveness and quality of the inspection process throughout the state and across licensed facility categories.

The CCLD is developing new comprehensive, specialty, and standard inspection tools that contain an array of requirements in various licensing domains for all programs. A domain is a category of similar licensing requirements, for example, the Records domain will contain licensing requirements for both child and staff records. Pilots of these tools have begun with Adult and Senior Care facilities and is now being developed for Child Care facilities.

**Child Care Inspection Tool Pilot**

To evaluate its full impact before implementation on a statewide basis, the following standard and specialty tools will be piloted for child care facilities:

- **Family Child Care Home Standard Tool:** used for inspections of licensed family child care homes to determine if the facility meets licensing requirements.

- **Infant Standard Tool:** used for inspections of facilities licensed for infant care to determine if the facility meets licensing requirements.
- **Pre-School Standard Tool:** used for inspections of facilities licensed for pre-school age children to determine if the facility meets licensing requirements.
- **School Age Standard Tool:** used for inspections of facilities licensed for school age children to determine if the facility meets licensing requirements.
- **Specialty Tools:** used for inspections of both Family Child Care Homes and Centers in conjunction with the standard tools when a problem domain is identified.

The pilot is expected to continue for three months from spring to summer 2019. The completion date may be modified based on the availability of field staff and experience/feedback from pilot submissions.

Facilities shall be chosen at random from among those who are due for an inspection visit during the piloting period. Each pilot inspection using the tool shall be an unannounced visit and will count towards the required inspection for the facility. If a Type A violation or a Type B violation is found within a domain in the standard tool, a specialty tool will be used for that domain containing additional requirements. Licensees whose facilities participated in the pilot will receive a post-inspection survey to provide feedback.

For more information and to view the tools, please see the [CCLD Inspection Process Project website](#). If you have any questions, please contact [inspectionprocess@dss.ca.gov](mailto:inspectionprocess@dss.ca.gov).